

DRAFT

MINUTES

Meeting and Board of Directors Meeting

April 29, 2020

9:00 a.m.

Presiding Officer: Susan Tenney, Chair

A meeting of the of the Board of Directors of the New Hampshire Vaccine Association (NHVA) was held via tele-video and conference call with a quorum present.

The meeting was called to order by Susan Tenney, Chair, at 9:15 a.m.

I. Welcome and Introductions

Attendance – The following individuals attended the meeting:

Committee Members:

Susan Tenney, HPHC, Chair
David Sky, NHID, Treasurer
Sean Lyons, Cigna, Secretary
Patricia Edwards, MD, Healthcare Provider
Jason Margus, Anthem
Wendy Lee Parker, HealthTrust
Lorraine Radick, Public Member (P)

Members of the Public, continued

Rhianna Berrigan, Deerfield
Theresa Braley, unknown
Laura Condon, Bedford
Nicole Engelsen, Laconia
Camilla Franson, Hampton
Renee Gutierrez, Londonderry
Patricia Hughes, Concord
Rochelle Kelley, Weare
Elizabeth Kinney, Portsmouth
Jessica Kliskey, Stratham
Nicole Lail, Silver Lake
Lauran LaMarsh, Derry
Michelle McCartney, Concord

Committee Members Excused:

Elizabeth Daly, NH DHHS
Edward Moran, Public Member, Vice Chair
Janice Valmassoi, MD, Healthcare Provider

Other Attendees & Administrative Staff:

Patrick Miller, Helms & Company, Inc.
Erin Meagher, Helms & Company, Inc.
Keith Nix, Helms & Company, Inc.
Patrick Miller, Helms & Company, Inc.
Erin Meagher, Helms & Company, Inc.
Keith Nix, Helms & Company, Inc.
Colleen Haggerty, DHHS, for Beth Daly
LCdr. TW Hull, CDC with NH DHHS

Shannon McGinley, Bedford
Fern McLeod, Mont Vernon
Alistair & Melissa Missing, Hillsborough
Nicole Nordlund, Madison
Hershel Nunez, unknown
Erica Pearl, unknown
Daniel Richard, Auburn
Cheryl Rounds, Derry
Holly Ruocco, DC, Chester
John Schmitt, Keene
Courtney Stapleton, Nashua
Shantel Surles, Portsmouth
Larisa Trexler, Stoddard
Mary Wilson, unknown

Members of the Public

Heather Entenmann, MPH, Assoc. Director, Merck
Josh Harrell, Assoc. Director of Govt Affairs, Merck
Gina Powers, Dir. Of Govt Rel. RYP Granite Strategies
Kristen Baker, unknown

For the purpose of meeting minutes, Mr. Miller announced he was recording the meeting. Separately, Ms. Condon, Dr. Ruocco and Ms. McLeod announced they were recording the meeting.

20 Ms. Tenney welcomed the Board Members, staff and members of the public to the meeting. She proceeded to read
21 the *Board Chair Statement Regarding Public Commentary During Meetings* drafted by Attorney McCue. A copy is
22 attached to the minutes.
23

24 **II. Review and Acceptance of November 15, 2019 Broad Meeting Minutes**

25

26 Ms. Tenney asked if there were any questions or discussion regarding meeting minutes. Mr. Miller announced he
27 had received the following comments from Ms. Daly:

- 28 ▪ Line 55 – “Hepatitis C” should be “Hepatitis B”
- 29 ▪ Line 111 – replace “purchasing program” with “ordering and management system”
- 30 ▪ Line 121 – add after “a few years ago when it was at 3” the following “3%, which was still well below the
31 standard set by the CDC at 5%”
- 32 ▪ Line 125 – add after “total amount of expenditures through October 31, 2019” the following “for state fiscal
33 year 2020”

34 Ms. Haggerty had one correction:

- 35 ▪ Line 118 – “approximate 218 enrolled” should read “approximately 275 enrolled”
- 36

37 After a brief discussion, Ms. Tenney asked if there were any other questions. Hearing none she asked for a motion.
38

39 **VOTE RECORDED:** *On a motion by Ms. Parker, seconded by Dr. Edwards, it was unanimously*

40 **VOTED:** *To accept the November 15, 2019 with the edits discussed and outlined above.*
41

42 **III. Executive Director Report**

43

44 Mr. Miller advised the Board he would do a brief review of the financial statements within the meeting packet, along
45 with a letter from the Bank of New Hampshire regarding investments, an update on the assessment collection status
46 for quarter one of CY2020 that is due May 15, 2020, and House Bill 1655.
47

48 Referring to the Statement of Financial Position, he stated that NHVA has a strong cash position with total assets of
49 \$22,536,974, no current receivables. The very bottom of the statement reflects the \$11,751,393 that is due payable
50 by June 30, 2020, to the State of New Hampshire. On the Statement of Cash Flow, Mr. Miller highlighted assessment
51 collections as being slightly below budget, down \$83,741. On the Statement of Changes in Net Assets, it was noted
52 estimated covered lives are down slightly. Mr. Miller pointed out the TRICARE settlement balance. He then stated
53 that NHVA is doing very well in terms of the investment income at \$230,068 as of March 31, 2020 versus the budget
54 of \$153,466 for the fiscal year. Finally, Mr. Miller referenced the \$7M transferred from the ICS investment account
55 into laddered certificate of deposit (CD) investments managed by the Bank of NH Wealth Management team. Mr.
56 Sky asked about why the \$7M on the Statement of Cash Flow was not reflected in the Difference YTD Actual to
57 Budget column. Mr. Miller and Mr. Nix confirmed that the report should be updated.
58

59 Mr. Miller reviewed a number of items on the Statement of Changes in Net Assets: YTD investment income is higher
60 than budget; the assessment income is less than budget; legal fees are below budget; and the bank service charges
61 are below budget since Helms & Company brought the lockbox function inhouse for January 1, 2020.
62

63 Mr. Miller provided a brief update on current assessment collections which are due on May 15, 2020. As of April 28,
64 2020, 40% of the filings have been completed and 42% of cash receipts have already been received. These are both
65 at exceptional levels due to it only being April 28, and normally the vast majority of receipts are received in the final
66 week prior to the due date.
67

68 Mr. Miller reported that we have received the filing from one of the two TRICARE payers. The catch-up balance for
69 TRICARE is currently \$936,926.95, not including what will be deducted under this current quarter.

70
71 As a follow up question on the financial statements, Mr. Sky asked why the change in cash is reflected in the
72 statements as short-term investments. Mr. Nix replied that the CDs are considered to be liquid assets. Mr. Sky
73 followed up his question with another regarding why it shows as a change in cash flow. Mr. Nix replied that the
74 Statement of Cash Flow shows the change in cash from one period to another. The funds were just moved from one
75 vehicle (ICS account) to another (laddered CDs). Mr. Miller stated that if a call needs to be set up with Mr. Sky and
76 Mr. Nix it can be arranged at Mr. Sky's request.

77
78 Mr. Miller directed the Board to the Market Outlook document and the Account and Market Update memo by the
79 Bank of New Hampshire. This information was provided by Dona Murray, VP Investment Officer who has worked
80 on behalf of NHVA for many years. Mr. Miller reviewed key points on interest rates. The ICS account was earning
81 0.01% when Helms took over as Administrator. Helms was able to move the interest rate up to 2% through the last
82 calendar year, but then it dropped in January 2020 by 20 basis points to 1.8%, and then again by 130 basis points to
83 0.5% in March. Given the last drop, it was recommended by the Bank of New Hampshire to move some funds from
84 the ICS account into a set of laddered CDs providing different maturity ranges from one to five years. As a result, on
85 March 12, 2020, NHVA transferred \$7M million to the bank's Wealth Management team, and the bank conducted
86 52 trades of the course of five days to create the laddered CD portfolio. The final pages of the update from Bank of
87 New Hampshire provide detail on the individual CDs with the bank, invested amounts, and maturity dates. Mr. Miller
88 stated that if there are questions, or if the Audit Committee wishes, we can ask Ms. Murray to attend the upcoming
89 Audit Committee meeting in May.

90
91 General discussion ensued. Ms. Radick asked about the Luther Burbank investment listed on page 14 of the meeting
92 packet and why no call date was listed. Mr. Miller indicated he would inquire with the bank. Ms. Radick asked what
93 "lot" listed in the header of the CD investment list means. It was explained it means length of term. Mr. Miller
94 encouraged anyone to email him if additional questions arose while reviewing the documents. He reminded the
95 group the Audit Committee is scheduled to meet at the end of May and will discuss this further at that meeting.

96
97 Mr. Miller then raised the final topic of the Executive Director's Report – HB 1655 – which is new legislation pending
98 to add adult vaccines to the NHVA program covering New Hampshire residents age 19 through 64. Mr. Miller stated
99 that the Board has not met since this legislation was introduced. The legislation has passed the House and will be
100 heard by the Senate next – the docket is in the meeting packet. Since the General Court is not currently in session
101 due to the COVID-19 pandemic, it is not clear when this will be taken up again. The General Court's website states
102 as of this meeting that the Court will re-open on May 4, 2020, pending the current COVID-19 situation.

103
104 Mr. Miller reviewed the edits being considered to RSA-126 in HB 1655 with most changes reflecting the removal of
105 references to children and to add the expansion of coverage to adults. With regards to the bill's fiscal note, Mr.
106 Miller indicated that Ms. Daly's Department provided financial information to the legislature including staffing needs
107 as part of the NH Department of Health and Human Services administration of this program.

108
109 General discussion ensued regarding specific vaccine coverage within the bill. Concerns were raised about the two
110 vaccines specifically being excluded – shingles vaccine and the pneumococcal polysaccharide vaccine. Ms. Haggerty
111 indicated this will be part of ongoing discussions between DHHS and the legislature as this bill progresses through
112 the approval process.

113
114 Mr. Miller and Ms. Daley had planned to meet in March to discuss how this program could be implemented and the
115 impacts of the ongoing administration should the bill pass. However, this meeting has not taken place due to the
116 current COVID-19 pandemic. Mr. Miller did request at one of the legislative committee hearings to move the start
117 date of the program to July 1, 2021 versus the 60 days after passage in the bill. This would allow for a smoother ramp
118 up and to align with NHVA's and the state's fiscal years.

119

120 Finally, Mr. Miller reviewed a memo he prepared with a list of implications to NHVA for the Board to consider if
121 HB1655 passes. He made the caveat that without a final bill to review, some of this may be speculative. It is also
122 unclear whether the bill will pass. Mr. Miller reviewed the twelve points in the memo. The points included
123 anticipated program startup costs, financial reporting, provider and payer communication, assets, TRICARE,
124 governance, and other items. For initial funding needed to start up the program, Mr. Miller suggested that the child
125 program could lend the adult program funds that could then be repaid during the first assessment cycle; this is if the
126 funds between the child and adult programs need to be separated. Mr. Miller stated that the Board may have other
127 ideas and a plan will be developed once it is determined HB 1655 is going to pass.
128

129 Mr. Sky inquired about the assumption to develop a separate assessment rate for adults versus a blended rate for
130 both children and adults and the need to keep funds separate. Mr. Miller stated that his assumption was based off
131 the fact that NHVA would be raising funds for two different populations requiring different levels of funding and that
132 this would likely be cleaner for the carriers. Mr. Sky indicated that the assessment process had been historically
133 based on all covered lives and that the legislation does not specify that two assessment rates need to be developed.
134 Mr. Sky asked if they payers may be interested in a blended rate versus two rates, which would negate the necessity
135 of tracking two separate lines of business. Ms. Tenney offered a payer perspective indicating that part of the reason
136 NHVA moved from all covered lives to child covered lives, was that it was more equitable for self-funded groups with
137 fewer child covered lives. Ms. Parker agreed with Ms. Tenney's statement and stated that when the previous change
138 occurred from all lives to just child-covered lives that it made the allocation of the costs much easier and beneficial
139 for the self-funded employer groups.
140

141 Dr. Valmassoi asked what the NHVA-specific administrative costs would be and if they would be included in the bill's
142 fiscal note prior to its passage. Ms. Haggerty indicated she will need to have a discussion with Ms. Daly in order to
143 address the question. Mr. Miller will make a notation to follow up on this, but at this point no NHVA-specific costs
144 have been estimated as the final bill has not passed.
145

146 Ms. Tenney thanked Mr. Miller for his detailed report and for the effort in examining anticipated start up and ongoing
147 management requirements if HB 1655 passes.
148

149 **IV. Department of Health and Human Services (DHHS) Update**

150

151 Ms. Haggerty reported that the Department is very involved in the COVID-19 pandemic response. Although they are
152 managing their programmatic activities, it is all hands-on deck with the pandemic. They do have the adult universal
153 purchase bill high on their priority list. They are excited about the potential of the program and believe it is a
154 beneficial thing for the state of New Hampshire. DHHS has seen a drop in the past month of approximately 71% in
155 vaccine orders as the health organizations are trying to transition to the "new normal" in response to the
156 coronavirus. It is an effort for practices to keep up with well child visits as well as treating their sick patients. The
157 Department did send notices to their providers with the Centers for Disease Control's and the American Academy
158 of Pediatrics' guidelines referencing the need to promote vaccination rates so as not to let vaccine levels drop too
159 low subsequently leaving children at risk of a vaccine preventable disease. Although the Department did see vaccine
160 levels drop this past month, the hope is that they will see this go back up as the pandemic curve begins to flatten.
161

162 Dr. Edwards offered that during the first few weeks of the pandemic, physicians were not clear on what approach
163 should be taken with vaccination of young children and teens. Eventually, the focus transitioned to getting children
164 age two and under to come into the office, safely, to maintain the vaccine schedule. At this point however, the AAP
165 is recommending keeping older children/teens out of the office. The hope is that shortly they will be able to begin
166 bringing the three and four-year olds in for their vaccinations. It is unclear when the older children will be able to
167 be brought back in, but ideally by summer.
168

169 Ms. Tenney asked Ms. Haggerty if DHHS has seen any wastage if vaccines are sitting on the shelf beyond expiration
 170 dates. Ms. Haggerty reported that the most current wastage rate is at 1%. The Department has seen a very small
 171 amount of waste due to practices closing before they implemented their emergency plan to move their vaccines off
 172 site. Ms. Haggerty assured the group that the emergency plans in place are very comprehensive, they are reviewed
 173 during each provider site visit, and she has confidence in the best practices handling the vaccines within the physician
 174 offices. Finally, she stated that the communication between DHHS and the physician practices is constant.
 175

176 **V. Proxies for Assessable Entities for June 17, 2020 Annual Meeting**
 177

178 Ms. Tenney provided background regarding the appointment of two Board members to act as proxies on behalf of
 179 all NHVA Assessable Entities in relation to voting at the Annual Meeting in June. It was proposed, as had been done
 180 in prior years, that Ms. Tenney and Mr. Sky act as proxies.
 181

182 **VOTE RECORDED:** *On a motion by Mr. Margus, seconded by Ms. Parker, it was unanimously*
 183 **VOTED:** *To authorize the appointment of Ms. Tenney and Mr. Sky proxies for the*
 184 *Assessable Entity director selection of the June 17, 2020 Annual Meeting of the*
 185 *Members.*
 186

187 **VI. Public Comment**
 188

189 Ms. Tenney invited comments from the members of the public.
 190

191 Ms. Condon expressed concern over the guidelines Ms. Tenney read at the beginning of the meeting. She questioned
 192 if this statement had been voted on by the Board as she is not seeing it posted on the NHVA website. Ms. Condon
 193 stated she is hearing from adults, especially with the coronavirus outbreak and talk about a fast track vaccine to
 194 market that would potentially bypass safety mechanisms, that there is no provision to opt out of a statewide vaccine
 195 registry. Ms. Condon indicated many adults are quite concerned with this. She also feels that a five-minute comment
 196 period is too short for sufficient public comment calling it censorship.
 197

198 Ms. Rounds stated as a taxpayer in New Hampshire she does not like the fact that the state government is paying
 199 for vaccines. People have insurance and that it is a profit-making industry. Walgreens and CVS that provide vaccines
 200 get paid for their services. She believes the state has more important things to spend taxpayer dollars on.
 201

202 An unidentified member of the public expressed concern over the additional funds needed for implementing and
 203 managing the proposed adult vaccine purchasing plan if HB 1655 is passed. As a taxpayer in the state of New
 204 Hampshire, they objected to this funding.
 205

206 Ms. Condon questioned the purpose of the Executive Session. Ms. Tenney explained the purpose of the Executive
 207 Session is to discuss staffing needs and legal matters.
 208

209 Ms. Tenney asked for a motion to move into Executive Session.
 210

211 **VOTE RECORDED:** *On a motion by Dr. Edwards, seconded by Mr. Lyons, by roll call it was*
 212 **VOTED:** *To move into Executive Session at 10:21 a.m.*
 213

	<u>Yes</u>	<u>No</u>
214		
215	<i>Patricia Edwards, MD</i>	<i>X</i>
216	<i>Colleen Haggerty</i>	<i>X</i>
217	<i>Sean Lyons</i>	<i>X</i>
218	<i>Jason Margus</i>	<i>X</i>

219 Wendy Lee Parker X
 220 Lorraine Radick, RPh X
 221 David Sky X
 222 Susan Tenney X
 223 Janice Valmassoi, MD X
 224

225 The initial webinar was terminated and a new webinar, specifically for the Board members was started.
 226

227 **VII. Executive Session**
 228

229 Administrator personnel were invited to remain present for the Executive Session. Ms. Tenney asked the Board
 230 members if there were any items for discussion in Executive Session. There were no items raised by the members.
 231

232 With no topics for discussion, Ms. Tenney asked for a motion to adjourn the Executive Session.
 233

234 **VOTE RECORDED:** On a motion by Mr. Sky, seconded by Ms. Radick, by roll call it was
 235 **VOTED:** To adjourn Executive Session at 10:22 a.m.
 236

	<u>Yes</u>	<u>No</u>
237		
238	X	
239	X	
240	X	
241	X	
242	X	
243	X	
244	X	
245	X	
246		

247 Ms. Tenney then asked for a motion to adjourn the Board meeting.
 248

249 **VOTE RECORDED:** On a motion by Mr. Margus, seconded by Dr. Edwards, by roll call it was
 250 **VOTED:** To adjourn Board meeting at 10:23 a.m.
 251

	<u>Yes</u>	<u>No</u>
252		
253	X	
254	X	
255	X	
256	X	
257	X	
258	X	
259	X	
260	X	
261		

262
 263 Draft Board minutes respectfully submitted by
 264 Sean Lyons, Board Secretary
 265 May 6, 2020
 266

267 # # #

NEW HAMPSHIRE VACCINE ASSOCIATION

Board Chair Statement re: Public Commentary During Meetings

I welcome members of the public and ask that each of you sign the attendance sheet or announce yourself if you are participating by telephone. Please also inform the Board now if you will be recording this meeting.

If the Board has sufficient time to conduct its business, then it is our policy to reserve time later in the meeting for public commentary. This commentary should be limited to matters that are germane to the role of the NH Vaccine Association: namely, the assertion and collection of assessments to fund the non-federal portion of the State's purchase and distribution of vaccines under the federal Vaccines for Children program. The Vaccine Association is not a policy-setting organization, it has no influence over the State's participation in the Vaccines for Children Program, and its role is not to challenge the vaccine program cost estimates provided by the State absent obvious error. Therefore, as Chair of the Board, I reserve the right to interrupt and end any public commentary that is not germane to the business of this Association.

Lastly, I remind the public that the commentary period is not an interactive session. If you have questions for the Board or for its executive staff, please direct them to our Executive Director who will respond in the normal course of Association business.

Thank you in advance for adhering to these public commentary guidelines so that we may have a productive meeting.